



Work Instructions

DIRECTIVE NO. 205.W-WI-8870.Y.1
EFFECTIVE DATE: May 01, 2001
EXPIRATION DATE: N/A

APPROVED BY: _____
NAME: William B. Bott
TITLE: Environmental Group Lead

Responsible Office: 205.2/Environmental Security Office

Title: Refueling Oil Storage Tanks

P1. PURPOSE

This Work Instruction (WI) addresses refueling aboveground storage tanks (AST's) and underground storage tanks (UST's) in order to comply with Federal and State regulations.

P2. SCOPE

This WI focuses on the spill prevention in the refueling of all oil storage tanks at Wallops Flight Facility.

P3. DEFINITIONS

- 3.1 AST: Aboveground Storage Tank
- 3.2 UST: Underground Storage Tank

P4. RECORDS, REPORTS, AND FORMS

- 4.1 Shipping papers
- 4.2 AST/UST refueling logbooks (located with user/owner)

P5. SAFETY PRECAUTIONS AND WARNING NOTES

- 5.1 The emergency containment valve for the storage tanks shall remain closed at all times except during drainage of uncontaminated storm water.
- 5.2 Before filling UST's, the following steps must be taken by the Wallops Flight Facility user/owner:
 - 5.2.1 Ensure that spill response materials, such as sorbents and absorbent pads, are available on the delivery vehicle.
 - 5.2.2 Manually gauge storage tank to verify space for the amount of product to be delivered. Record gauge reading on shipping papers.
 - 5.2.3 Ensure vehicle compartment and receiving tank contain the same product.
 - 5.2.4 Ask the driver where the shut-off valves and the emergency operating mechanism for the discharge control valves are located on the oil vehicle.
 - 5.2.5 Place drip pans under all hose connections of the fueling vehicle in the loading area.



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5.2.6 If applicable, verify that the oil storage tank audible alarm system is functional.

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5.3 Before refueling AST's, the following steps must be taken by the Wallops Flight Facility user/owner:

- 5.3.1 Manually gauge storage tank to verify sufficient space for the amount of product to be delivered. Record gauge reading in refueling logbook.
- 5.3.2 Ensure that spill response materials, such as sorbents and absorbent pads, are available on the delivery vehicle.
- 5.3.3 Ask the driver where the shut-off valves and the emergency operating mechanism for the discharge control valves are located on the oil vehicle.
- 5.3.4 If applicable, verify that the emergency containment valve in the storage tanks area is closed.
- 5.3.5 Place drip pans under all hose connections of the fueling vehicle in the loading area.
- 5.3.7 If applicable, verify that the oil storage tank audible alarm system is functional.

P6. REFERENCES

Spill Prevention, Control, and Countermeasures Plan (SPCC), 40 CFR 112 and Virginia Administrative Code 9 VAC 25-91-170.

P7. TOOLS, EQUIPMENT, AND MATERIALS

Sorbents (Vermiculite, Fybersorb[®], clay sorbents, snakes, pads, booms, mats, drip pans, etc.)

P8. INSTRUCTIONS

8.1 To refuel UST's, the following steps must then be taken:

8.1.1 Tank Owner/Operator Responsibilities

- Ensure that the driver remains at the discharge valve (or within 25 feet) during transfer, with an unobstructed view of the delivery operation. Observe delivery operations at all times.
- Ensure that the unloading area is not left unattended while any hose is connected to the vehicle or receiving tank.
- Gauge tank to verify product amount delivered and record amount on shipping papers.
- If a spill occurs, ensure your safety and the safety of your coworkers, then follow the procedures described in 205.W-WI-1040.Y.5 Oil and Hazardous Substance Release Notification and 205.W-WI-1040.Y.7 Containment of Oil Tank Releases.

8.1.2 Fuel Delivery Vehicle Operator Responsibilities

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- Connect grounding cable (if applicable).
- Connect vapor recovery hose (if applicable)
- Slowly open the discharge valve to begin filling tank. Discontinue transfer if any leaks or drips are found.
- Open the internal safety valve compartment. All other valves shall remain in the closed position.
- Connect the product hose.
- Remain within 25 feet (7 meters) of the vehicle during fuel transfer.
- When transfer is complete, close the internal safety valve and discharge valve before removing the product hoses.
- After product hose is drained, disconnect it from the delivery vehicle and drain any residual product into the tank, lifting the hose, walking it toward the underground tank connection.
- Disconnect hose and fitting from tank and store on delivery vehicle.
- Replace all product and vapor recovery caps.
- Remove the drip pans and store the drip pans with the spill response equipment.
- Collect and store any oil waste from the drip pans in a sealed container. If assistance is required for removal and disposal, call the Hazardous Waste Pickup at (757) 824-1718.
- If a spill or overfill occurs, and there is no imminent risk of a fire or explosion, or danger to human health or the environment, the delivery vehicle operator is responsible for containing the spill, applying sorbent onto the spill, and performing limited cleanup. Notify the WFF Fire Department at (757) 824-1333 for further assistance.

8.2 To refuel AST's, the following steps must taken:

8.2.1 Tank Owner/Operator Responsibility

- Ensure that the emergency containment valve for the storage tanks is closed and remains closed during refueling.
- Record in the appropriate Refueling Logbook:
 - Date
 - Ticket #
 - Counter number (beginning and ending)
 - Gallons listed on ticket
 - Tank #
 - Name of the Wallops Flight Facility operator supervising the refueling process

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- Ensure that the driver remains at the discharge valve (within 25 feet) during transfer, with an unobstructed view of the delivery operation. Observe delivery operations at all times.
- Ensure that the unloading area is not left unattended while any hose is connected to the vehicle or receiving tank.
- Gauge tank to verify product amount delivered and record amount on shipping papers.
- Open secondary containment valves when refueling operations are complete.
- If a spill occurs, ensure your safety and the safety of your coworkers, then follow the procedures described in 205.W-WI-1040.Y.5 Oil and Hazardous Substance Release Notification and 205.W-WI-1040.Y.7 Containment of Oil Tank Releases.

8.2.2 Fuel Delivery Vehicle Operator Responsibilities

- Connect grounding cable (if applicable).
- Connect vapor recovery hose (if applicable).
- Slowly open the discharge valve to begin filling tank. Discontinue transfer if any leaks or drips are found.
- Open the internal safety valve compartment. All other valves shall remain in the closed position.
- Connect the product hose.
- Remain within 25 feet (7 meters) of the vehicle during fuel transfer.
- When transfer is complete, close the internal safety valve and discharge valve before removing the product hoses.
- After product hose is drained, disconnect it from the delivery vehicle and drain any residual product into the tank, lifting the hose, and walking it toward the tank connection.
- Disconnect hose and fitting from tank and store on delivery vehicle.
- Replace all product and vapor recovery caps.
- Remove the drip pans and store the drip pans with the spill response equipment.
- Collect and store any oil waste from the drip pans in a sealed container. If assistance is required for removal and disposal, call the Hazardous Waste Pickup at (757) 824-1718.
- If a spill or overfill occurs, and there is no imminent risk of a fire or explosion, or danger to human health or the environment, the delivery vehicle operator is responsible for containing the spill, applying sorbent onto the spill, and performing limited cleanup. Notify the WFF Fire Department at (757) 824-1333 for further assistance.

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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
<u>Baseline</u>		